HHS OCIO Marketing, Reporting, and Graphic Design



Project Title	HHS OCIO Marketing, Reporting, and Graphic Design
Project Summary	We are interested in having an intern support us with a newsletter and communication plan/strategy for the HHS Office of the Chief Information Officer.
Country	United States

Project Description

Key skills required are:

- Comfort interviewing and writing about subjects/areas with limited familiarity think a reporter
- Excellent writing skills
- Willingness to learn/adapt
- Can-do, positive attitude
- Self-management and self-organization
- Problem solving
- Interest in serving the public good
- Graphic design/Marketing skillset is a plus

We were thinking this individual would spend the internship doing the following during any given work week:

- A few hours interviewing subject matter experts and executives (on IT, security, training opportunities, emerging tech, cloud, etc.) Having some availability during east coast business hours is must for this one.
- A few hours summarizing and transforming the interview notes into an article/other format about a topic or individual
- A few hours helping with the design of the newsletter/development/execution of the communication plan

Required Skills or Interests

Skill(s) Editing and proofreading Graphic design Marketing Website design

Additional Information

None

Language Requirements

None